



Job Aid: How to Create an RPA Release Requisition

This Job Aid Shows How To:

- Create an RPA Release Requisition in [COMMBUYS](#).

Of Special Note:

What are RPA Release Requisitions and When Are They Appropriate?

The Operational Services Division has numerous Statewide Contracts that allow buyers to record contract purchases in COMMBUYS **after** the purchase has been made. These COMMBUYS Statewide Contract transactions are called RPA Release Requisitions. They are appropriate in circumstances where the normal COMMBUYS Statewide Contract Purchase Order process is not possible. Examples of these include:

- Situations where the final purchase price is not known until receipt of an invoice. For example: purchase of propane (ENE46), staff augmentation (ITS63) or network services (ITT46), among others; or
- Unanticipated circumstances, such as replacement of a flat tire (VEH97) or windshield (VEH103).

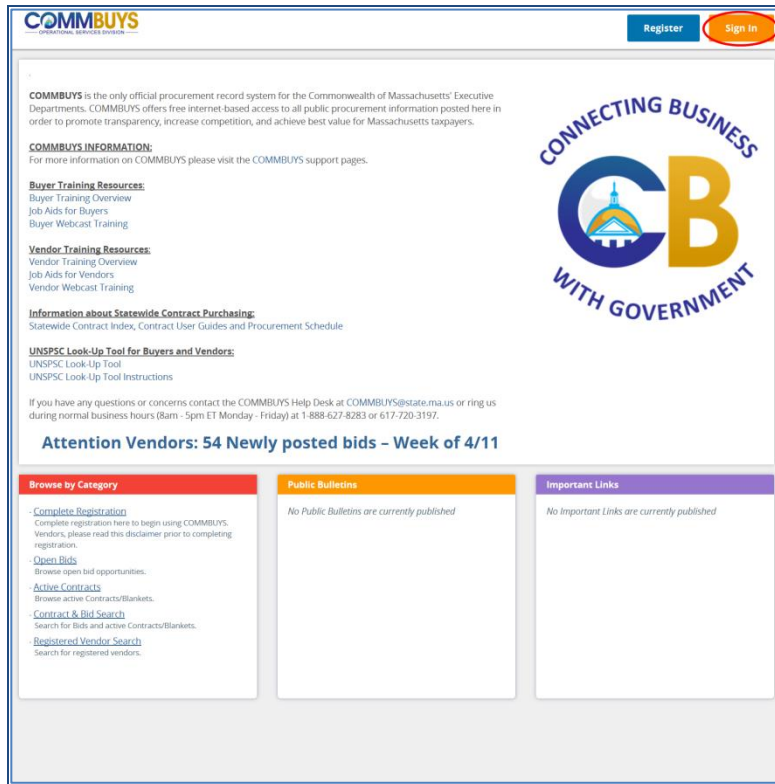
NOTE: that because these transactions already have taken place, the RPA Release Requisition will not result in a PO being sent to the vendor.

[Contract User Guides](#) indicate whether a contract accommodates RPA Release Requisition functionality and any limitations. Buyers also may find a list of RPA-enabled contracts using the *Expanded Search* in the [Statewide Contract Index](#). Find Contract User Guides, the Statewide Contract Index, and Index instructions at [mass.gov/osd](#) > Search: [Buy from a Statewide Contract](#).

NOTE: RPA Requisitions (as opposed to RPA *Release* Requisitions) in COMMBUYS record *off-contract* purchases when the normal procurement process is impractical due to impending need (emergency purchases) and for one-time incidental purchases up to \$10,000. Locate the *How to Create an RPA Requisition Job Aid* at [mass.gov/osd](#).

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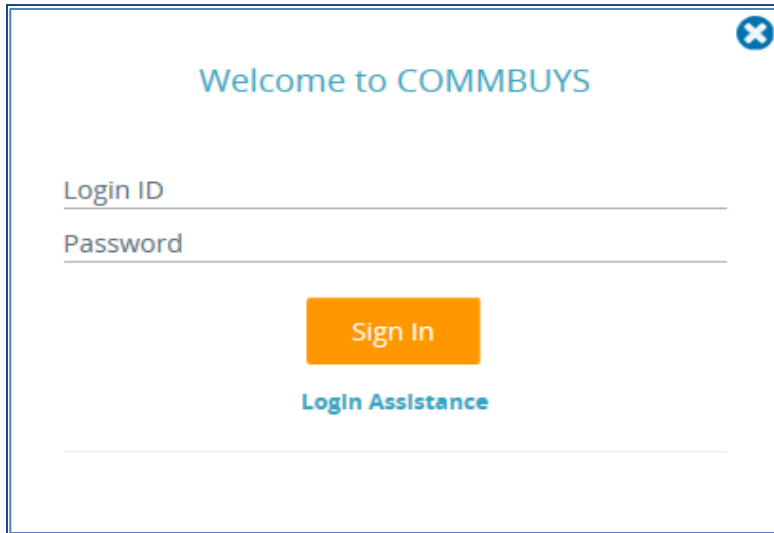
Screenshot



Directions

Step 1: Accessing the COMMBUYS Landing Page

1. Launch the COMMBUYS website by entering the URL (<https://www.commbuys.com>) in the browser or by clicking on the hyperlink [COMMBUYS](https://www.commbuys.com).
2. Click on the orange **Sign In** button in the upper right hand corner.
3. Enter your Login ID and Password and click on the **Sign In** button.



Job Aid:

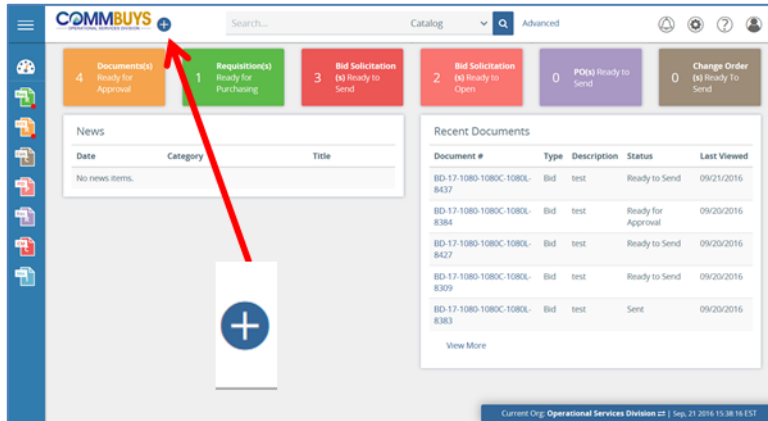
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Screenshot

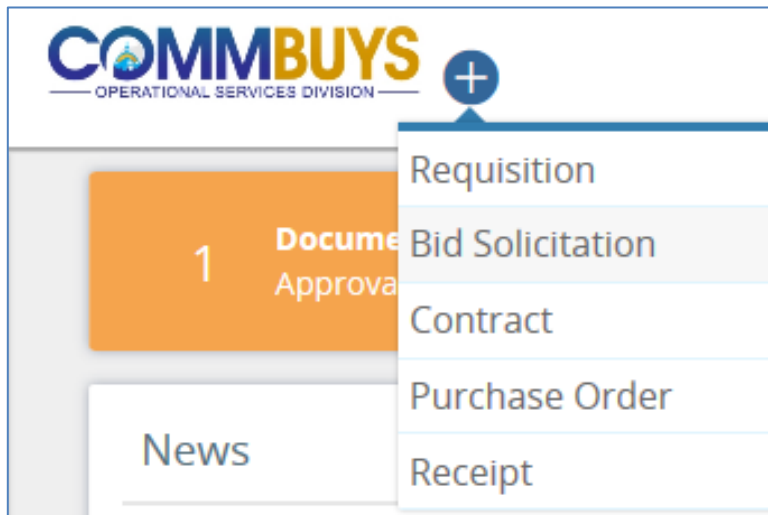
Directions

Step 2: Creating a New Document

1. Click on the **Add Documents** (plus sign) icon.



2. Select **Requisition** from the dropdown menu.

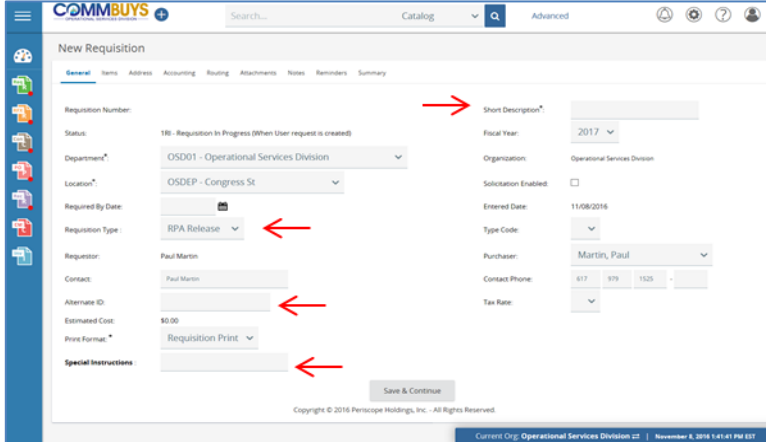


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Screenshot

Directions

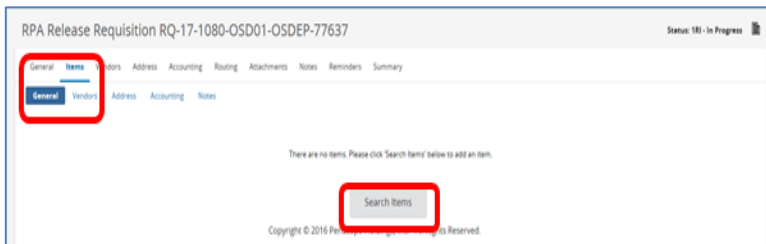
Step 3: Entering Data in the General Tab



The General tab page displays. Fields with asterisks are required fields. The required fields for Department, Location, and Print Format default to values that may be changed if needed.

1. In the required Short Description field enter a searchable description of the desired goods or services.
2. Click on the dropdown arrow next to the Requisition Type field and select **RPA Release** (do NOT select RPA).
3. Alternate ID: Enter information as required. This may include (but not limited to) data such as MMARS encumbrance ID or ERP/Accounting system transaction numbers for non-MMARS users.
4. Special Instructions: Enter information as required. This field normally allows for entry of specific instructions to vendors. If entered on the requisition, the data in this field will copy forward to the PO and also be visible on the print version of the PO. Since this PO will not be sent to the vendor, it may be used for additional information about this RPA.
5. When you are finished, click on the **Save and Continue** button.

Step 4: Searching for Items




1. Click on the **Items** tab.
2. Click on the **Search Items** button.


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Screenshot

Directions



Search Using: Find It

Advanced Search 

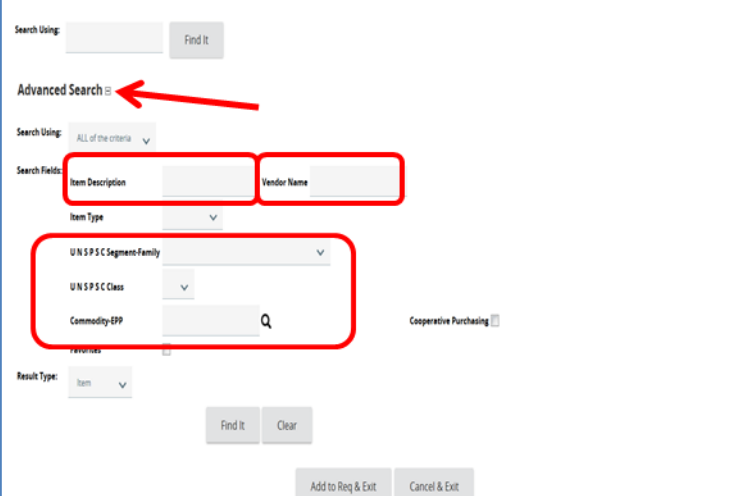
Add to Req & Exit Cancel & Exit

Step 5: Conducting an Item Search


1. Enter the name of the item in the **Search Using** field.
2. Click on the **Find It** button.

A preferred alternate search method would be to click on the plus sign icon next to **Advanced Search**.

A popup screen allows you to search by Item Description, Vendor Name, and UNSPSC code.



Search Using: Find It

Advanced Search 


Search Using: ALL of the criteria

Search Fields: Item Description Vendor Name

Item Type:

UNSPSC Segment Family:

UNSPSC Class:

Commodity-EPP: 

Cooperative Purchasing ☐

Result Type:


Find It Clear

Add to Req & Exit Cancel & Exit

Step 6 : Selecting the Item

1. Click the checkbox next to the desired item in the left **Select** column.
2. Enter the item quantity in the **Quantity** column.

To add other items from other pages, click on the **Add to Req & Next Page** button; otherwise click on the **Add to Req & Exit** button.



Select	Quantity	Item Description	Unit	Price	Vendor	Division	Item Type	PO Number
<input type="checkbox"/>	0	DELUXE TIRE CHANGER AIR High Performance Tire Changer for passenger car, light truck and motorcycle wheels. Designed L...	EA	\$11008.10	EA	Industrial, a Division of OSD Holdings LLC	25-19 - Transportation service equipment 17 - Vehicle servicing equipment	PD-17-1080-1080C-1080C-7743 / 8704
<input type="checkbox"/>	0	2 SPD TUBLOCK TIRE CHNG. Cars and Light Trucks with OE wheels. Optional adapters for Motorcycle and ATV wheel and tire a...	EA	\$13185.25	EA	Industrial, a Division of OSD Holdings LLC	25-19 - Transportation service equipment 17 - Vehicle servicing equipment	PD-17-1080-1080C-1080C-7743 / 8705
<input type="checkbox"/>	0	12PK 320Z CLEANING SOLU. Fresh scent formula is a specially formulated multi-surface cleaner for tile, aluminum and a...	EA	\$85.75	EA	Industrial, a Division of OSD Holdings LLC	53-13 - Personal care products 16 - Bath and body	PD-17-1080-1080C-1080C-7743 / 8897
<input checked="" type="checkbox"/>	3	BIG KONG II CREEPER, 13 and 1/2 wide padded creeper with 6 in. pneumatic tires. Provides a smooth ride over rough terrain...	EA	\$331.95	EA	Industrial, a Division of OSD Holdings LLC	26-10 - Material handling machinery and equipment 15 - Industrial trucks	PD-17-1080-1080C-1080C-7743 / 10441
<input type="checkbox"/>	0	FLUID TRANSF PUMP. Transfer or siphon all types of fluids including coolant, oil, transmission fluid and water. Use to...	EA	\$28.50	EA	Industrial, a Division of OSD Holdings LLC	25-17 - Transportation components and systems 17 - Braking systems and components	PD-17-1080-1080C-1080C-7743 / 12383
<input type="checkbox"/>	0	18K TUV-WVC FL ORANGE SS TOP, Larger Roll Cn Base - 43L1033. Slanters work surface and fenders 43L1033 Series TUV an...	EA	\$23070.00	EA	Industrial, a Division of OSD Holdings LLC	26-11 - Containers and storage 24 - Storage chests and cabinets and trucks	PD-17-1080-1080C-1080C-7743 / 17901

Add to Req & Exit Add to Req & Next Page Cancel & Exit

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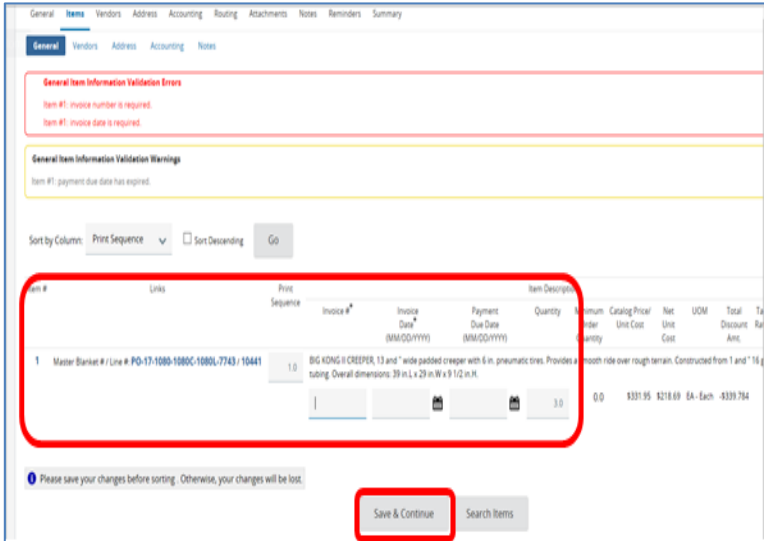
Screenshot

Directions

Step 7: Entering the Invoice Data

1. Enter the invoice number in the **Invoice #** field.
2. Enter the **Invoice Date** and **Payment Due Dates** into the respective fields.
3. Click on the **Save & Continue** button.

NOTE: If a selected item has a zero dollar amount, you will be prompted to enter the item amount from the invoice.



General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

General Vendors Address Accounting Notes

General Item Information Validation Errors

Item #1: invoice number is required.
Item #1: invoice date is required.

General Item Information Validation Warnings

Item #1: payment due date has expired.

Sort by Column: Print Sequence ☐ Sort Descending Go

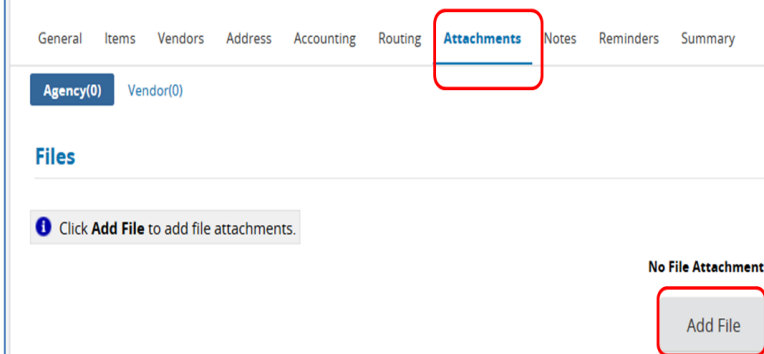
Item #	Lines	Print Sequence	Invoice #	Invoice Date	Payment Due Date	Quantity	Minimum Quantity	Catalog Price/Unit Cost	Net Unit Cost	UOM	Total Discount Rate	Tax Amt
1	Master Banker # / Line # PO-17-1080-10800-7743 / 10441	1.0	BIG KONG II CREEPER, 13 and 1/2" wide padded creeper with 6 in. pneumatic tires. Provides a smooth ride over rough terrain. Constructed from 1 and 1/2" 16 g tubing. Overall dimensions: 39 in L x 29 in W x 9 1/2 in H.			3.0	0.0	\$331.95	\$218.89	EA-Each	-5339.784	

Please save your changes before sorting. Otherwise, your changes will be lost.

Save & Continue Search Items

Step 8: Attaching Documents

As an option, the Attachments tab page may be used to add documents such as invoices, emails, quotes, etc.



General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

Agency(0) Vendor(0)

Files

Click Add File to add file attachments.

No File Attachments

Add File

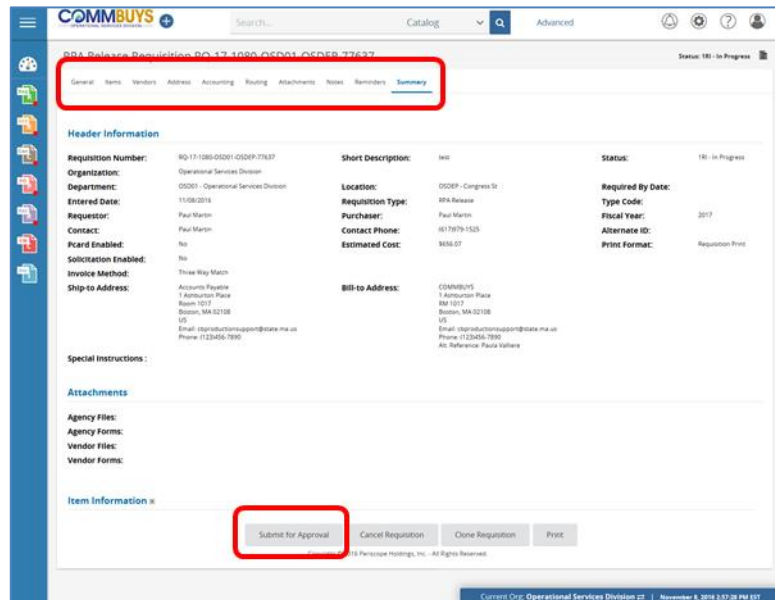
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Screenshot

Directions

Step 9: Submitting for Approval

1. Verify the information contained in each tab for accuracy.
2. Click on the **Summary** tab, validate the information, then click on the **Submit for Approval** button.



Step 10: Saving the Approval

The approval path will display or you're given the option to select the appropriate one. Click the **Save & Continue** button to complete.

NOTE: The RPA Release requisition will now proceed through your department's approval path (**no image is provided here as approval paths will vary**). You will be informed by COMMBUYS email when the approval is complete.

Step 11: Requisition has Gone to PO

After approval, the Summary tab of the RPA Release requisition will have the status of **Gone to PO**.

The purchase order for the RPA Release will have the status of **Complete Receipt**. To verify this, click on the blue hyperlink of the PO.

NOTE: The vendor will not receive this PO.

